ERLANGER BUSINESS RELIEF PROGRAM





JESSICA FETTE

ERLANGER MAYOR

Dear Business Owner,

I'm extremely pleased to announce a new program that is being offered in the City of Erlanger to assist small and medium sized businesses that have been impacted by regulations that are being handed down from the state with regard to COVID-19. We understand that these regulations have forced businesses to spend funds that were unplanned which adds to the stress of lost revenue due to not being able to operate your business at 100%.

The City of Erlanger is allocating \$1,200,000 to fund the Erlanger Business Relief Program. If your business meets the qualifications, you could be eligible for a disbursement of funds equal to the amount of certain taxes paid to the City of Erlanger. In this mailing, I have provided you with a copy of the complete program details and application form. Please read through the program carefully and contact our Economic Development Director, Emi Randall, with any questions you have. She can be reached at 859-727-7995 or at emi.randall@cityoferlanger.com. You can also find the application packet and program information on our city website, at erlangerky.gov under the Economic Development page related to incentives and grants.

I realize the current pandemic has created many challenges for most, if not all, of our businesses. While we would love to be able to provide assistance to everyone, the city simply does not have the resources. With that in mind, I am respectfully requesting that you give consideration to your actual need before deciding whether or not to apply. Our goal is to help those businesses that are struggling to stay afloat through this pandemic and those that may be holding on by a thread. We want to see all our Erlanger businesses not only survive, but thrive in the future.

Thank you for your continued support and your dedication to our community.

God Bless you! Sincerely,

Jessica Fette | Mayor City of Erlanger

ERLANGER BUSINESS RELIEF PROGRAM

Business Eligibility Criteria

- All businesses must have been in operation prior to Jan 1, 2020.
- All businesses must have a valid City of Erlanger Occupational License and a physical location within Erlanger.
- All businesses must be in good standing with the City of Erlanger.
- Be a Business that is open and operational at the time of disbursement of any potential Business Relief Program funds.
- The following types of businesses are ineligible: Home based businesses, hedge fund/private equity, insurance companies, real estate investment companies, gambling/gaming/lotto businesses, commodities/rare coins/pawn businesses, check cashing businesses, banks/lending institutions, multi-level marketing, religious groups/charities, independent contractors, nonprofits and businesses which have filed for bankruptcy or sought bankruptcy protection within the last 10 years.
- All businesses must have a minimum of 3 (full-time equivalent) employees.
- All businesses must have had more than \$100,000 but less than \$7.5 million in total gross receipts (Including all locations of the parent company) for fiscal year 2019. Tax documents must be submitted.
- All businesses must have experienced a loss in gross receipts for fiscal year 2020 (over fiscal year 2019) of 15% or greater. Any PPP loans and EIDL must be included in the fiscal year 2020 gross receipts.
- Provide a narrative of how your business has been impacted by COVID-19, and how these funds will help your business.

Funding Amount Criteria

The City of Erlanger will disburse funds to all qualifying applicants within the applicant pool based on funds available, beginning with Tier 1 funds. Subsequent tier funds may be distributed if funds are available. Disbursements may be issued at a pro-rated scale based on the amount of funds available and the amount of funds requested by the applicant pool. Applicants may request funds for all tiers for which they are qualified.

- Tier 1
 - Disbursement A: An amount equal to the amount of occupational license fees withheld by the employer from the gross wages of the employees for 2020 Quarters 2 & 3 (for immediate disbursement)
 - Disbursement B: An amount equal to the amount of occupational license fees withheld by the employer from the gross wages of the employees for 2020 Quarter 4 and FY 2021 Quarter 1. (disbursed after receipt)
 - Disbursement C: An amount equal to the amount of occupational license fees withheld by the employer from the gross wages of the employees for 2021 Quarter 2 Occupational License fees (if funds remain and are carried forward into FY2022)
- Tier 2
 - Disbursement A: An amount equal to FY 2020 Gross Receipts Tax paid by the business applicant to the City of Erlanger (disbursed after receipt)
 - Disbursement B: An amount equal to one half (50%) FY 2021 Gross Receipts Tax Paid by the business applicant to the City of Erlanger (if funds remain and are carried forward into FY 2022)

Program Timeline

Application opening - Monday, January 18th, 2021 Application closing - Friday, February 12, 2021

Tier 1, Disbursement A: Upon receipt and approval of application.

Additional disbursements will be made according to the above criteria and once payment of taxes can be verified. Applicants are encouraged to file taxes as soon as possible to receive disbursements.

ERLANGER BUSINESS RELIEF PROGRAM APPLICATION

BUSINESS FULL LEGAL NAME:				
IRS EMPLOYER IDENTIFICATION NUMBER:				
business address in erlanger:				
BUSINESS HEADQUARTERS ADDRESS:				
NAME AND TITLE OF AUTHORIZED SIGNATORY:				
FINANCIAL INFORMATION:				
• 2019 GROSS RECEIPTS:				
2020 GROSS RECEIPTS (INCLUDING PPP OR	eidl loans)	:		
GROSS RECEIPTS LOSS PERCENTAGE: [(2020)	GROSS RECI	EIPTS (INCLUDING L	OANS)/2019 GROS	
RECEIPTS) - 1] X 100				
OCCUPATIONAL LICENSE FEES PAID FOR 20	20 Q2	Q3		
NUMBER OF FULL TIME EQUIVALENT EMPLOYEES AT TIME OF APPLICATION:				
HAS THE BUSINESS FILED FOR BANKRUPTCY OR SOUGHT BANKRUPTCY PROTECTION WITHIN				
THE LAST 10 YEARS? (ENTER YES OR NO)				
ARE ANY EMPLOYEES, OWNERS, OFFICERS OR MEMBERS OF THE BUSINESS ALSO ELECTED				
OFFICIALS OR EMPLOYEES OF THE CITY OF ERLANGER OR RELATED TO ELECTED OFFICIALS OR				
employees of the city of erlanger. (enter yes or no) if yes, please describe on a				
SEPARATE SHEET OF PAPER.				
ON A SEPARATE PAGE, PLEASE PROVIDE A LIST OF ALL INDIVIDUALS WITH AN OWNERSHIP				
INTEREST IN THE BUSINESS.				

• ON A SEPARATE PAGE, PLEASE DESCRIBE HOW HOW YOUR BUSINESS HAS BEEN IMPACTED BY

COVID-19 AND HOW THESE FUNDS WILL HELP YOUR BUSINESS DURING THIS DIFFICULT TIME.

ERLANGER BUSINESS RELIEF PROGRAM APPLICATION

APPLICATIONS MAY BE EMAILED TO EMI.RANDALL@CITYOFERLANGER.COM OR PLACED IN THE DROP BOX IN THE FOYER OF THE CITY BUILDING. APPLICATIONS SHOULD BE SUBMITTED BY 5:00PM ON FRIDAY, FEBRUARY 12, 2021. PLEASE CONTACT ECONOMIC DEVELOPMENT DIRECTOR, EMI RANDALL, FOR ASSISTANCE AT 727-7995. ONLY ONE APPLICATION PER BUSINESS WILL BE ACCEPTED.

DOCUMENT TO BE SUBMITTED:

- COMPLETED APPLICATION ALONG WITH REQUESTED ADDITIONAL PAGES OF INFORMATION
- DOCUMENTATION OF FY 2019 GROSS RECEIPTS FILING AND AN ESTIMATE OF FY 2020 GROSS
 RECEIPTS
- A COPY OF CURRENT KENTON CO. OCCUPATIONAL LICENSE
- A COPY OF CURRENT STATE BUSINESS LICENSE
- DOCUMENTATION OF THE DELEGATION OF AUTHORITY WITHIN THE BUSINESS, SUCH AS ARTICLES OF INCORPORATION.
- A COPY OF THE PROPERTY DEED OR LEASE AGREEMENT
- PROOF OF PPP OR EIDL LOAN RECEIPT
- PROOF OF PAYMENT OF ERLANGER QUARTERLY PAYROLL TAX FOR 2020 QUARTERS 2 & 3

NAME AND TITLE OF PRIMARY CONTACT F	OR APPLICATION:	
PHONE NUMBER:	EMAIL:	
I CERTIFY THAT THIS APPLICATION ACCURATELY REPRESENTS CURRENT BUSINESS FINANCIAL		
INFORMATION.		
PRINT SIGNATOR NAME AND TITLE:		
SIGNATURE		

Disclaimer: The City of Erlanger retains the sole and unfettered discretion to determine compliance with program criteria and eligibility for all applicants. It reserves the right to deny applications based on noncompliance with program application procedures, the absence of available funds to fulfill all requests, or any other lawful basis within the judgment of the City. Finally, it reserves the right to determine the procedures by which payment of funds for approved grants shall be made and does not guarantee payment to any approved grant recipients on any particular timeline.